



**Find & Apply – Merged! Meeting
January 18, 2006**

Time: 10:00 a.m. and 2:00 p.m.

Location: HHS – Hubert H. Humphrey Building

All meeting materials and presentations are available on Grants.gov.

Presentation given by Ms. Katie Root:

Ms. Root began the meeting at 10:00 a.m. with the following agenda:

- New Agency Functionality Walk-through
- Applicant Experience – What's changed for the Applicant?
- New Terminology/Role
- Agency FAQs
- What's Next
- Q&A

As Ms. Root was accessing ATWeb to go through the demonstration for the meeting, she reminded everyone that there are two platforms available for training and testing system-to-system. She recommended for anyone with questions to contact their Agency Point of Contact to discuss further.

The meeting began at managing opportunities. To get here, a Grantor must click on the grantors button on the homepage, scroll to login, enter their username and password and then they enter the 1st screen. Ms. Root walked the room through entering a synopsis. But before entering a synopsis your administrator must first give you the rights if you do not already have them. The synopsis used to be posted on Fedgrants.gov and now can be posted directly in Grants.gov. There are now three scenarios you can do at the manage opportunities stage: 1.) post just the synopsis, 2.) post just the package, or 3.) post the synopsis AND the package.

Once one of these options is done you have a new opportunity. Ms. Root then walked everyone through the mandatory fields that need to be completed for this opportunity (opportunity number, title and category). A new field being introduced is opportunity category. Grant.gov is being asked by OMB to report on what is posted. This is a private field and an email will not be sent out if it is updated. Terry Nicolosi will be sending out an email to further clarify this field and its usage. At this point a request was made of Grants.gov to send out a list of public and private fields so everyone would understand when an email was being triggered and when one was not.

Ms. Root then moved onto Opportunity Synopsis Properties. This area is identical to Fedgrants.gov. If a category isn't selected you must put in an explanation. From here the discussion moved to close dates. Again, if the close date field isn't filled in an explanation will need to go into the text box. It was indicated that anything posted October 1, 2005 and December 19, 2005 needs to have a category option selected. If you have any questions, contact your Agency Point of Contact.

An improvement to this page is the Agency contact area. Ms. Root indicated that it is a text field that will be prepopulated with your profile information but that it is also possible to overwrite the information and type in the correct contact information. Another added feature is the ability to title your contact to make it a hyperlink so an email with someone's full name is not longer there. It can now say "for more information, click here" and that phrase is what they click on.

Ms. Root then went into Opportunity Eligibility Information and explained how applicants sort themselves and the benefits of selecting these categories. Applicants slot themselves into categories and search based on these categories. These categories were first developed when Fedgrants.gov was first developed. Again, if a category isn't selected the text box needs to be filled out.

The meeting moved onto Award information and what was required: cost sharing, award ceiling/floor and what is not: Number of awards and total funding. Even though the latter information isn't required, it is helpful to the applicants. Also discussed was the Funding description and it was recommended not to just copy and past several pages but just put together 1-2 paragraphs. Also, HTML and special characters do not work in this text field. Finally, OMB requires a direct link to the full announcement, or attaching the full announcement. The hyperlink option is available as with the contact information described above.

At this point Ms. Root moved to archiving and noted that archiving is defaulting to manual. Ms. Root cautioned the group against accepting the manual archive since it will require you to manually log-in and adjust the archive date at a later date. Once everything is complete, a Publish Confirmation Screen comes up. Ms. Root made note that editing is not available at this time, but will be available in the near future. She also made everyone aware that at this stage, the award amount does not show up with a \$ but it will once published. After one publishes, it can take 15-30 minutes for it to appear live. If you do not see it appear immediately, please be patient. Ms. Root did say that if your synopsis is completely wrong then delete and start over since both the modification and the original will remain on the site.

Ms. Root indicated that if you have just posted a synopsis and want to attach a package or a full announcement it will work the same way it did before on Grants.gov. The pages just look different now. And again, when you post it, it will take 15-30 minutes for it to go live. So please be patient. If you try to view too quickly, you may receive an error message. Grants.gov programmers are working on this. At this point a request was made

to predict the URL with the funding number as it had been done in the past. Ms. Root said she would speak with programmers regarding this feature.

Ms. Root then moved to New Package Creation. The process is the same except for a few more fields. The electronic required field is for applications only being accepted through Grants.gov. It is private, puts the call center on the alert and helps with reporting to OMB. The expected number of applicants field again is private, alerts the call center, helps with reporting to OMB and is good for comparison to actuals. The expected application size is measured in MBs. It is also private and helpful to the systems integrator to prepare. All of these are optional fields are helpful information for the Program Management Office. Grace period is not new, but as Ms. Root indicated has been helpful to a few agencies. This allows agencies to extend close dates without reposting applications and notifying every applicant. It takes into consideration natural disasters, etc. If you have further questions, please contact your Agency Point of Contact.

Ms. Root went through more of the presentation, explaining that, overall, the applicant experience has been made easier and streamlined through the merge. It will continue to improve. A comment was made that on the Opportunity Overview page the boxes look inactive. The Grants.gov team plans to look into that when they are reworking the overall site.

Ms. Root then went through the FAQs available in the PPT. A question did arise regarding Competition ID and Competition Title and if you could have one without the other. That is being looked into. Ms. Root also requested that if you were to alter an application's CFDA or Application number to please talk with your Agency Point of Contact first. Also, new instructions will be coming out for XML email users.

Questions and Answers:

Q: Are there any characters, etc. that can't be put into the Funding Opportunity Number?

A: You can use a hyphen, but cannot use spaces or special characters.

Q: I have opportunities that have discretionary money, but are also earmarked? Which one do I use?

A: Grants.gov will follow up with a more descriptive answer on this, but if posting an application package, would suggest choosing discretionary.

Q: Is there a way there could be a multiple-choice list, so we could pick both discretionary and earmarked?

A: Right now it is a drop-down, so you have to pick discretionary.

Q: What can you use to separate CFDA numbers?

A: Spaces or commas.

Q: If you click on edit, what could happen?

A: Edit will take you back to the synopsis and you can change what you want.

Q: What are the customer service hours?

A: 7 a.m. to 9 p.m. EST, Monday – Friday.

Q: In order to see attachments, do you have to click on “Full Announcement?”

A: Yes, you would need to click on full announcement.

The meeting adjourned at 11:35 a.m.